

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.42</u>
SUBJECT: PHOTOCOPYING SERVICES PROPONENT: <u>Robert Mullen, Director</u> <i>Name/Title</i> <u>Administration</u> <u>271-5607</u> <i>Office</i> <i>Phone #</i>		EFFECTIVE DATE <u>09/01/06</u> REVIEW DATE <u>03/15/07</u> SUPERCEDES PPD# <u>7.42</u> DATED <u>03/15/04</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i>		DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.		

I. PURPOSE:

To provide guidelines for photocopying services to inmates and members of the public requiring copies of official documents

II. APPLICABILITY:

To all inmates, staff and members of the public

III. POLICY:

It is the policy of the Department of Corrections to provide photocopying services for authorized documents in an organized manner at the lowest cost possible to inmates and outside parties. This is a voluntary service and not a mandated responsibility. Photocopies and name searches conducted from the Automated Database for outside parties will be provided pursuant to the state's right-to-know law with a fee charge as determined by the fee schedule set by the State of New Hampshire's Office of the Courts.

IV. PROCEDURE:

- A. The department will provide photocopying services to inmates for the following classes of documents:
1. Documents on files that were generated by DOC. This would include work reports, program certificates, disciplinary reports, physical exams, etc.
 2. Cases from published legal journals bearing an inmate's current or pending court action.
 3. Correspondence to or from courts (including motions being filed) regarding current or pending court action.
 4. Correspondence to or from attorneys regarding current or pending court action.
 5. Correspondence to or from other official agencies regarding current or pending action or hearing (e.g.: welfare hearings, parole boards, motor vehicle hearings, etc.).
 6. Materials for students enrolled in DOC educational programs providing that the instructor and Education Director have initialed that the photocopying request is necessary for completion of course requirements.

7. Personal correspondence, newspaper articles, poems, short stories, and other printed media that is deemed appropriate.
- B. The department will **NOT** provide photocopying services for the following classes of documents:
 1. Documents on file not generated by DOC. This includes police reports, pre-sentence investigations, letters or reports from other official sources, programs or agencies.
 2. Documents that involve other inmates or which contribute to the violation of any departmental rule (e.g., restrictions against tattooing, pornography, gambling, etc.). Any items deemed inappropriate or contributing to the violation of such rules will be seized and disciplinary action will be taken.
- C. Copies will be requested by Inmate Request Slip to the appropriate office responsible for the document. The request slip must specifically identify the desired document(s) and must be accompanied by a signed Cash Withdrawal Slip. The Cash Withdrawal Slip should indicate the number of copies at the standard rate per copy in force at the time (Attachment 1). If the exact number of copies is not known (such as when the number of pages in a particular case) the amount may be left blank for the staff member making the copies to complete. Inmate Request Slips will be directed as follows:
 1. Offender Records Office - for disciplinary reports, classification documents, sentencing documents, time computations, and any other document in the offender record that was generated by the department.
 2. Mental Health Division - for mental health evaluations, clinical reports, psychological test results and any document generated by the mental health staff that is not part of the offender record.
 3. Medical Records Office - for physical examinations, documentation of physical limitations, medical test results and any other document generated by the medical staff that is not part of the offender record.
 4. Education Department - for course grades, transcripts and any other document generated by the Education or Vocational Training staff that is not part of the offender record.
 5. Librarian - for any documents that meet the criteria outlined in section IV A-2, 3, 4, 5 and 7 above. The library requires 24 hours to copy any material. **No copying on demand will be processed unless the requesting inmate can prove immediate need and that the request could not have been made earlier.** In order for an inmate to request copies from the librarian the Photocopy Request Slip available at the library (also see PPD 7.20) must be used.
- D. Unless specific arrangements are made the request and delivery procedures will all be accomplished through the in-house mail system.
- E. Each Warden is responsible for providing the paper products for inmate copying for all areas except the library. The responsible offices are required to maintain a record of the number of copies provided under the provisions of this PPD.
- F. All Cash Withdrawal Slips collected by the responsible offices will be forwarded to the Inmate Accounts Office for processing and return of monies to the general fund of the State of New Hampshire.
- G. If the Inmate Accounts Office receives a cash withdrawal slip for photocopying against an account with insufficient funds, the office will notify the photocopy service provider office to provide no further services until the shortage is made up. The Inmate Accounts Office will automatically withdraw the shortage from the inmate's next monthly pay and will notify the inmate of this action.
- H. Copies made through the library will be processed through a copier leased and supported by the recreation department. The proceeds of all copies from this machine will be returned to the Recreation Fund to continue support of the equipment and supplies. Copies made on this copier will be restricted to only those copies requested by and paid for by inmates.
- I. The department will charge fifty cents (\$.50) per page for all copies made for members of the

public. The Commissioner may alter that fee upon request from a Division Director when it appears to be in the best interest of the department and the State.

J. Name Search Fee Schedule

Fees for name searches are as follows:

1. Record information must be requested in writing and include the individual's full name and if possible, date of birth.
2. A fee of \$10.00 per request will be assessed for electronic (computer searches of less than ten names.
3. A fee of \$25.00 per request will be assessed for electronic (computer) searches of ten or more names.
4. Extensive electronic (computer) searches requiring more than one hour will be assessed \$25.00 per additional hour or portion thereof.
5. A fee of \$25.00 per hour or portion thereof will be assessed for manual searches. The fee is based on this hourly rate and not the number of names per request.
6. Charges for requests requiring a combination of manual and electronic searches on the same party will be assessed according to the fee schedule for both categories.

EXAMPLE: One request for electronic search with seven names = \$10.00. Additional requirement that one or more of the seven names be manually researched as well = \$25.00 per hour or portion thereof. Assuming the manual research is completed in less than one hour, then the total fee will be \$35.00.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

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Attachment

PHOTOCOPYING RATES FOR INMATES

Effective September 1, 1993, the standard rate for photocopying services provided by responsible offices of the New Hampshire Department of Corrections is as follows:

\$.20 per page copied

Effective July 30, 1993, the rate for photocopying services provided by the library is as follows:

\$.10 per page copied

PHOTOCOPYING RATES FOR OUTSIDE PARTIES

Effective March 15, 1997, the rate for photocopying services provided to outside parties is as follows:

\$.50 per page copied

COPYING RATES TO AN ELECTRONIC MEDIA (i.e. CD-R, FLOPPY DISK, ETC.)

Effective September 1, 2006, the rate for photocopying services to outside parties onto a CD-R or floppy disk will be \$1.00 per document.

COPYING RATES FROM THE COMPUTER PRINTER

Effective July 27, 1998, the rate for legal work printed from the computer printer will be \$.10 per page.